

**COUNTY OF SAN DIEGO
HEALTH AND HUMAN SERVICES AGENCY
COMMUNITY ACTION BOARD (CAB)
1255 Imperial Avenue, Room 436
San Diego, CA 92101
Phone: (619) 338-2002 ; Fax: (619) 338-2298**

CAB MEETING MINUTES: AUGUST 10, 2012

CALL TO ORDER

In the absence of CAB Chair Jasmin Kirkland, CAB Vice Chair Ann Durham called the meeting to order at 3:28 p.m. There was no quorum for this meeting.

ROLL CALL

- Present: Awichu Akwanya; Keith Stevenson; Jeannine Nash; Ann Durham; Denise Smith; Filipa Rios; Rebecca Baez
- Excused: Ana Briones-Espinoza;; Margie de Ruyter; Jasmin Kirkland; Paul Moose; Denise Reed; Mark Nanzer; Adriana Paulson
- Absent: Sonia Ruiz; Nelson Leone
- Staff: Juana Duenas; Maria Sanders; Luke De Smet

ACCEPTANCE OF AGENDA

- Item tabled due to lack of quorum.

APPROVAL OF MINUTES

- Item tabled due to lack of quorum.

ACTION ITEM: APPROVAL OF BY-LAWS

- Item tabled due to lack of quorum.

DISCUSSION ITEM: CAB MEETING DATES

Due to the changing schedules of some members, CAB discussed possible alternate dates to hold future CAB meetings. Present members proposed that changing the meeting dates to the second Thursday of every month, from 2:30 to 4:00 p.m., would best facilitate the greatest number of attendees. The matter will be voted upon at a future meeting.

VACANCY ROSTER AND OUTREACH UPDATE

Juana Duenas updated CAB regarding roster changes and vacancy outreach. The updated vacancy roster was distributed to CAB members.

Rebecca Baez reported that she has identified a potential alternate for her SDG&E Private Sector seat.

Keith Stevenson suggested that CAB could hold its meetings on a rotating basis at all of San Diego's Family Resource Centers.

CAB members inquired whether it was possible to have alternate members in the Public Sector. CAB By-laws do not currently have provisions for this.

FSS RFP UPDATE – CAP STAFF

Juana Duenas updated CAB on the Community Action Partnership Family Self-Sufficiency RFP that is being prepared for release. Once the RFP is released, there will be a need for volunteers to form a source selection committee of at least six individuals to review proposals. Ms. Duenas offered an overview of the expectations of a member of the source selection committee, including confidentiality requirements and standards regarding conflicts of interest. Once the committee settles upon a recommendation, the chair is responsible for producing a report.

Awichu Akwanya and Jeannine Nash expressed interest in volunteering for the source selection committee.

CAP PROGRAM DIRECTOR'S REPORT

Maria Sanders updated CAB regarding upcoming events and issues relevant to CAB.

There will be an advisory board chair meeting on August 27, 2012 to provide an overview and update to *Live Well, San Diego!*

On October 9, 2012 a *Living Safely* presentation will be given to the Board of Supervisors, and the information will then be disseminated to the advisory boards, including CAB. *Living Safely* is the second part of *Live Well, San Diego! Building Better Health* was the first part and adopted by the Board of Supervisors in 2009.

The second annual *Live Well, San Diego!* report will be released on October 30, 2012 and will include an evaluation framework showing community indicators, as well as what is being done to improve those indicators.

A County of San Diego team visited all San Diego FRCs and conducted client exit surveys regarding customer satisfaction. The team received a great deal of positive as well as constructive feedback.

CAB CHAIR'S REPORT – JASMIN KIRKLAND

CAB Chair Jasmin Kirkland was not present at the meeting.

BOARD DISCUSSION

CAB members restated their ongoing concerns regarding the services being offered to clients throughout San Diego County. Juana Duenas recommended that CAB members refer community members in crisis not only to 2-1-1 and their local FRC, but also to the Community Action Partnership's Family Self-Sufficiency Contractors.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

Meeting was adjourned at 4:13 p.m.

MINUTES APPROVED BY: Jasmin Kirkland (Chair)

Signature

Date

NEXT MEETINGS

- August 16, 2012, 2:30 p.m.*
- September 14, 2012, 2:30 p.m.
- October 12, 2012, 2:30 p.m.
- November 9, 2012, 2:30 p.m.

**Due to the lack of quorum, CAB agreed with CAP staff to call a special meeting on August 16, 2012 at 8:30 a.m. to vote on outstanding action items.*